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CENTRAL INTELLIGENCE AGENCY
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TO		INITIALS	DATE
1			22 Aug.
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REMARKS: I'll be asked questions about
section "D". We furnish me a
few copies of this.

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OFFICE MEMORANDUM • United States Government

TO : Bureau Chiefs

DATE: 22 August 1949

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FROM : Chief, FBI

Transmitted herewith for your guidance are 6 copies of an outline of procedure for selecting and training new monitors.

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L. K. WHITE

Distribution

Acting Chief, Tokyo Bureau
Acting Chief, Hawaii Bureau
Chief, Okinawa Bureau
Chief, West Coast Bureau
Acting Chief, East Coast Bureau
Chief, Mediterranean Bureau

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FOREIGN BROADCAST INFORMATION SERVICE

FIELD GUIDE

Selection and Training of New Monitors

18 August 1949

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I Selection

A. Qualifications

The following general qualifications are required for FBIS monitoring positions:

1. Complete and literate auditory command of the foreign language or languages in question.
2. Ideally, an American journalist's command of English. Concessions in this respect may be made for foreign-language monitors only, and only at the cost of editorial manpower.
3. Unusually keen hearing. The auditory sense is frequently found to have deteriorated in candidates past the age of 40.
4. Good nervous tone. A too placid type will not develop sufficient speed; a too highly strung monitor is likely to break down.
5. College education or equivalent. Knowledge of and interest in international political-economic-sociological affairs, preferably with specialty in coverage areas.
6. Typing, at least 40 words per minute.

B. Testing

1. Performance. Candidate should transcribe foreign language verbatim from a dictaphone recording and translate in full from his transcription. Dictionaries may be used if desired. Subject matter should be of average complexity, including names and references to current events. Reception should be clear, the recording good. After becoming acquainted with the equipment and listening through the entire recording once, candidate should transcribe about 300 words in two hours and translate in one hour without serious errors.
2. Background. If there is any question about the candidate's current background knowledge of coverage areas, a written test should be devised, emphasizing personal and geographical names, administrative organization and internal and international politics of the countries in question. Standards of adequacy in such a test will vary with the candidate's apparent intelligence and versatility and the examiner's estimate of possible development of such background during the training period.

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II Training

A. Sequence of Objectives

1. In the initial stages, skill should be developed in the use of receiving and recording equipment and in accurate translation (or transcription of English) from recordings without emphasis upon speed.
2. Secondly, the technique of making typewritten English summaries, brief but complete and accurate, while the broadcast is in progress should be learned. Concurrently, speed in translating or transcribing from recordings should be improved without sacrifice of completeness or accuracy.
3. Finally, as the trainee's monitoring and translating or transcribing performance reaches the point at which reliance can be placed upon his independent work, he should be oriented to the requirements upon which selection of monitored material is based and should learn to recommend and anticipate editorial requests.

B. Standards

1. Transcription and Translation

English transcription should be done direct from recording to typewriter, without intermediary pencil draft. Foreign-language translation should generally be done direct from recording to typewriter, with intermediary transcription limited to cases of extraordinary syntactic complexity. Verbatim renderings are required, with all missing words indicated by suspension points. Translations should always be of the unparaphrased documentary type, as close to the original as good English permits. Smooth idiomatic English should be required in translation, but an English-language announcer's bad English should not be corrected. Work should not be submitted until it is as complete and correct as the trainee, with exhaustive use of reference materials, can make it. The necessity for rough-drafting and retyping, however, should be held to a minimum and ultimately eliminated.

2. Monitor's Summary.

The summary, typed in English while the broadcast is in progress, should be a condensation, complete in all essential detail, of its contents. Newscast summaries are itemized and the items numbered in sequence. Summaries of commentaries should retain the thread of argument and the flavor of the original. All summaries should be phrased in readable English, with a continuity of complete sentences; and should remain specific as to the what, when, where and how of events reported. Ideally, the summary should be fit for publication without editing.

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C. Curriculum (6 to 9 Months)

1. Phase one, 2 to 3 months

- a. The trainee is instructed in the use of equipment. (See section D below, Use and Care of Technical Equipment.) He tunes in, listens to and records the easiest broadcasts in his field under supervision.
- b. The trainee is instructed in the use of reference materials--geographical, biographical, linguistic and general--and develops the habit of keeping current on all international developments. He studies the manual "Processing of Broadcast Material" and its application in Bureau operations. He translates or transcribes previously processed material, concentrating on accuracy rather than speed, and compares the result with the work of experienced monitors. He receives guidance as to weak points in his work.
- c. The trainee makes duplicate recordings of one or two of the easier broadcasts being monitored daily and translates or transcribes material from them, subject to complete review by experienced monitors. Toward the end of this period he will be making some contribution to the Bureau's operation, but his work must still be checked throughout.

2. Phase two, 2 to 3 months

When the trainee has acquired accuracy and some speed in translation or transcription, he is assigned about three 15-minute broadcasts daily for duplicate monitoring, and learns to summarize while listening to the broadcast. It is advisable that a foreign-language trainee's schedule include one English broadcast, and that he have practice in transcribing English. The trainee compares his summaries with those of the experienced monitor and receives guidance as to his weak points. The bulk of his work during this period, however, should continue to be transcription or translation, checked before use in the Bureau's product.

3. Phase three, 2 to 3 months

- a. When his summaries have become readable and reliable, the trainee is assigned a daily schedule of three or four of the easiest bulletins for independent monitoring and production of all text required from them. At first, he may need to fill in portions of his summary from the recording; but this process should require no more additional time than the duration of the broadcast and should ultimately be discontinued. Checking of his texts may be relaxed at this time, but editors should continue to watch them carefully for suspected errors.

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- b. As his competence improves, the trainee's schedule may be increased to the normal eight or so bulletins daily. He should then be instructed in the requirements upon which selection of material is based, should study such intelligence guidance as can be made available to him and should learn to consult with and advise the editor about requests for textual material.

D. Use and care of Technical Equipment

1. General. The trainee will have had little experience, if any, with the technical equipment he will now use. He should be given patient and thorough instruction in its use and operation by Bureau engineers and technicians. This instruction must not be relaxed until the chief engineer is sure that each monitor understands the function of and knows how to operate the equipment to obtain best results from it. Group or individual instruction may be given to fit conditions, but final attention should be on an individual basis. It should be stressed to all monitors that specific report of even minor technical difficulties should be made promptly so that technicians can keep equipment in peak operating condition.
2. Receivers. The purpose and relationship of the receiver controls should be explained in non-technical language and in terms conveying their operational purpose. Group instruction may be used, with receiver connected to loudspeaker. Actual tuning-in operations and adjustments of all controls should be demonstrated, choosing vivid examples first and then giving instruction in handling difficult signals. Instruction should be given in regard to turning the receiver off and on and the importance of not leaving plate voltage on during prolonged absence. Instruction should be given on the subject of antenna selection, receiver calibration and tuning with signal standards and other aids provided. This instruction should be tailored to a simple-to-operate arrangement provided for booth receiver tuning. Recommended procedure is use of check points established by standard frequency markers and receiver calibration charts with dial settings for individual stations the monitor will tune.
3. Recorders. The purpose and the adjustment of all operational controls should be clearly explained. The recorder should be installed in a manner to eliminate any necessity of the monitor's making adjustments on the recording amplifier. It should be stressed that the Dictaphone Electronic plastic belt recorder requires firm but gentle handling. Belts should be inserted on mandrels correctly (seams down, yellow arrow to the left, folds in the belt not on the top) and should be pressed all the way in before the belt injector is operated. The belt injector should then be pressed gently and firmly to the left until it is observed that the front mandrel snaps sharply forward to tighten the belt. Unless this is done the belt will slip and cause a defective recording. Ridges and folds must not be on

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top as the belt is placed on the mandrels, for they will catch on the stylus holder or on the stylus itself, preventing complete insertion. Forcing a belt on with folds and ridges up will bend the stylus holder and render the recording head inoperative. When the recorder is not actually recording, the styli should be kept lifted. They should be lowered only a few moments before beginning recordings. Expensive and time-consuming repairs are required when in violation of these instructions an accidental jar is permitted to drive the lowered sapphire stylus through the belt into the steel anvil below.

The recorder "power" switch should be turned on at least ten minutes before recording, in order to allow the amplifier to warm up. The "start" switch is turned on just a moment before recording, but after belts have been inserted and the carriage lever has been operated to lower the stylus.

The recording level should be adjusted by the means provided at the Bureau and as instructed by the Bureau's technicians so that the signal level on the recording heads (as indicated by the volume level indicating meter) fluctuates generally in the range between 5 to 10 on voice peaks. Actual level required for good recordings will vary with the individual's hearing sensitivity as well as with his monitoring experience.

The monitor should turn off the "start" switch at the conclusion of the program being recorded. He should turn off the "power" switch whenever the recorder will be unused for more than a half-hour.

The monitor should be instructed in the operation of the "monitor" section of his recorder in order that he may check:

- a. The quality of recording while recording is proceeding.
 - b. The quality of reproduction obtained from the transcribing machine.
4. Transcribers. The purpose and the adjustment of all operational controls on the transcribing machine should be clearly explained. It should be stressed that the Dictaphone Electronic plastic belt transcriber requires careful handling. Instruction should be given in careful insertion and extraction of plastic belts and in turning the machines on and off. It is important for the monitor to know that the transcriber needs only a few moments to warm up and that it should not be left on for more than a few moments at a time when not in use. Observations indicate that transcribers suffer a loss of reproduction quality and volume after about two hours constant operation. A machine with a belt turning on it stays cooler than one without. Damage due to overheating can be quite extensive, particularly if the machine continues running after burning starts.

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5. Typewriters. Monitors should be taught to keep their typewriters clean and to avoid rough handling. A typewriter is a monitor's chief tool and a sluggish typewriter is a poor tool. A dirty typewriter is almost always sluggish. Covers should be kept on the type baskets to minimize clogging of type-bars with cigarette ashes, eraser and paper shreds, etc.